



Request for Proposals:

Communications Consulting Services

1. Introduction

Indian Prairie School District is seeking a qualified communications firm to support and facilitate the community engagement component of its upcoming strategic planning process. The selected firm will be responsible for ensuring broad and diverse participation across the school and parent community to inform the district's future direction.

Indian Prairie is the 4th largest school district in Illinois, serving over 25,000 PreK-12th grade students across 34 schools. Indian Prairie encompasses portions of Aurora, Naperville and Bolingbrook. Indian Prairie is a racially and economically diverse community.

2. Project Scope

The selected firm will be required to:

- Develop and execute a comprehensive engagement plan to involve the full diversity of the Indian Prairie community.
- Conduct approximately 20 - 30 small-group, in-person focus group interviews (90 minutes each) across the district.
- Maintain *verbatim* recordings of all focus group sessions.
- Conduct individual interviews with key stakeholders, providing detailed summaries or *verbatim* transcripts where permitted.
- Maintain flexibility in scheduling to include normal work days, evenings, and occasional weekend hours to maximize participation.
- Provide synthesis and analysis of the findings to the Steering Committee regarding major themes for consideration in the strategic plan.
- All data, transcripts, and recordings collected during this engagement are the property of Indian Prairie School District. The selected firm must ensure all data handling and information sharing are performed in compliance with the Family Educational Rights and Privacy Act (FERPA). The selected firm must comply with all other relevant state and federal laws.

3. Deliverables and Timeline

Project Timeline:

- Anticipated Start Date: November 1, 2026
- Project Completion Date: February 1, 2027

Key Deliverables:

- Summarized findings aligned to themes determined by the Steering Committee.
- Initial meeting with the Steering Committee and final presentation of findings at the conclusion of the process.
- Bi-weekly check-in calls with the Superintendent or designee for progress updates.

4. Proposal Requirements

Interested firms must submit an application including the following:

- A detailed description of relevant experience in community engagement and strategic planning.
- Proposals must identify the specific project lead and key facilitators who will remain with the district for the duration of the engagement. Please include resumes for key facilitators and other staff that will have leadership over the project. The district requires a commitment to staff continuity and a defined process for handling any necessary personnel transitions.
- Three (3) professional references from similar projects in school districts or similar public service organizations.
- A project plan overview that describes how the firm would approach a project of this size and importance.
- A projected cost for the full scope of work.

5. Submission Guidelines

- Responses should be submitted via email as a single PDF to Michelle Carter (michelle_carter@ipsd.org) no later than 5:00pm on September 30, 2026.
- Finalist interviews will be conducted October 8 between 12 and 5pm. In person and remote options will be available.
- Any questions regarding this Request for Proposals should be submitted in writing, via email, to michelle_carter@ipsd.org. Questions must be received no later than September 23, 2026 at 5pm. Answers to all questions will be provided to all interested parties and posted as an addendum to this document.
- This Request for Proposals is an invitation for qualified firms to submit their interest in partnering with the Indian Prairie School District. We look forward to reviewing your proposals.